

CERTIFIED IN-HOME AIDE

Table of Contents

	Page
TABLE OF CONTENTS.....	iii
TO THE STUDENT	viii
GLOSSARY OF TERMS.....	ix
Chapter 1 – Becoming a Certified In-Home Aide.....	1
Chapter Review.....	5
Student Exercise.....	6
Chapter 2 – Ethical and Legal Responsibilities	8
Chapter Review.....	10
Student Exercise.....	11
Chapter 3 – Observation and Reporting	12
Chapter Review.....	13
Student Exercise.....	14
Chapter 4 - Communication Skills	15
Chapter Review.....	19
Student Exercise.....	20
Chapter 5 – Needs and Behaviors of Clients	21
Chapter Review.....	25
Student Exercise.....	26
Chapter 6 – Dealing with the Client who is Confused or Mentally Ill.....	29
Chapter Review.....	37
Student Exercise.....	38
Chapter 7 – Cultural Diversity	41
Chapter Review.....	42
Student Exercise.....	43

Chapter 8 – Safety Measures	44
Chapter Review.....	48
Student Exercise.....	49
Chapter 9 - Infection Control	51
Procedure for Washing Hands	57
Procedure for Putting On and Removing Daily Care Non-sterile Gloves	58
Chapter Review.....	59
Student Exercise.....	60
Handout 1: Body Substance Precautions	62
Handout 2: Infection Control	64
Chapter 10 – Nutrition	65
Chapter Review.....	71
Student Exercise.....	72
Handout 3: Caloric Intake Table.....	75
Chapter 11 – Serving, Feeding, and Monitoring	76
Procedure for Serving a Meal	81
Procedure for Feeding a Client	82
Chapter Review.....	83
Student Exercise.....	84
Chapter 12 – Personal Care for the Client	86
Procedure for Shaving Client with a Disposable or Safety Razor	91
Procedure for Shaving Client with an Electric Razor	93
Chapter Review.....	94
Student Exercise.....	95
Chapter 13 – Oral Hygiene	97
Procedure for Assisting with Oral Hygiene	99
Procedure for Providing Oral Care for a Client Who is Helpless or Unconscious.....	100
Procedure for Providing Denture Care	101
Chapter Review.....	103
Student Exercise.....	104
Chapter 14 – Nail Care	105
Procedure for Giving Fingernail Care.....	107
Procedure for Giving Toenail Care.....	108
Chapter Review.....	109
Student Exercise.....	110

Chapter 15 – Hair Care	111
Procedure for Combing/Brushing Hair.....	113
Procedure for Giving a Shampoo During a Tub Bath or Shower Bath	114
Procedure for Giving a Bed Shampoo	115
Chapter Review.....	116
Student Exercise.....	117
Chapter 16 – Perineal Care	118
Procedure for Giving Peri Care to a Male Client.....	119
Procedure for Giving Peri Care to a Female Client	120
Chapter Review.....	121
Student Exercise.....	122
Chapter 17 – Dressing and Undressing	123
Procedure for Assisting Client to Dress.....	125
Procedure for Assisting Client to Undress.....	127
Procedure for Applying Elastic Stockings.....	129
Chapter Review.....	130
Student Exercise.....	131
Chapter 18 - Bed Bath	132
Procedure for Giving a Complete Bed Bath	133
Chapter Review.....	135
Student Exercise.....	136
Chapter 19 - Tub Bath and Shower Bath	137
Procedure for Giving a Tub Bath.....	139
Procedure for Giving a Shower Bath.....	141
Chapter Review.....	142
Student Exercise.....	143
Chapter 20 - Bed Making	144
Procedure for Making an Occupied Bed.....	145
Procedure for Making an Unoccupied Bed.....	147
Chapter Review.....	148
Student Exercise.....	149
Chapter 21 - Backrub/Skin Care	150
Procedure for Providing Stage I Pressure Ulcer Care.....	157
Chapter Review.....	157
Student Exercise.....	158

Chapter 22 – Elimination of Urine	160
Procedure for Giving Perineal Care with a Catheter	165
Procedure for Changing a Urinary Drainage Bag.....	166
Procedure for Emptying a Urinary Drainage Bag.....	167
Procedure for Assisting Client in Using a Urinal	168
Procedure for Assisting Client in Using a Bedpan	169
Procedure for Ureterostomy Care (Uncomplicated Established Ureterostomy).....	171
Procedure for Suprapubic Catheter Care (Uncomplicated Established Suprapubic Catheter).....	173
Procedure for Applying and Removing an External Catheter	174
Chapter Review.....	175
Student Exercise.....	177
Chapter 23 - Elimination of Stool	179
Procedure for Colostomy Care/Application of a Fecal Ostomy Pouch (Uncomplicated Established Colostomy)	182
Procedure for Digital Stimulation as Part of a Prescribed Bowel Program.....	184
Procedure for Administering a Commercially Prepared Enema.....	185
Procedure for Administering a Rectal Suppository as Part of a Prescribed Bowel Program.....	187
Chapter Review.....	188
Student Exercise.....	189
Chapter 24 - Principles of Restorative Care	191
Chapter Review.....	193
Student Exercise.....	194
Chapter 25 - Using Body Mechanics to Move Clients	195
Procedure for Moving Client to Head of Bed.....	198
Procedure for Turning Client to Side (3/4 Turn)	199
Chapter Review.....	200
Student Exercise.....	201
Chapter 26 - Transferring Clients	202
Procedure for Demonstrating a One Person Pivot Transfer from Bed to a Chair or Wheelchair	207
Procedure for Demonstrating a One Person Pivot Transfer from Chair or Wheelchair to a Bed.....	209
Procedure for Demonstrating a One Person Transfer to a Wheelchair or Chair with a Mechanical Lift.....	211
Procedure for Assisting a Client to Transfer Using a Transfer (Slide) Board	213
Chapter Review.....	214
Student Exercise.....	215

Chapter 27 - Ambulation	216
Procedure for Ambulating a Client Using a Gait Belt	219
Procedure for Ambulating a Client with a Walker	220
Procedure for Ambulating a Client with a Cane	221
Chapter Review.....	222
Student Exercise.....	223
Chapter 28 - Range of Motion Exercises	224
Procedure for Giving Range of Motion Exercises	225
Chapter Review.....	229
Student Exercise.....	230
Chapter 29 - Oxygen Therapy	231
Procedure for Tracheostomy Care (Uncomplicated Established Tracheostomy) ...	235
Chapter Review.....	235
Student Exercise.....	236
Chapter 30 - Assisting with Medications	238
Chapter Review.....	239
Student Exercise.....	240